

22 JAN 1975

MEMORANDUM FOR: Chief, Regulations Control Staff, DDA

SUBJECT : Proposed HN [REDACTED], Daytime Char Force  
Cleaning (Job 7422)

STATINTL

We propose changes such as those noted on the attached  
copy of the draft notice.

STATINTL

[REDACTED]  
Acting Chief, Career Management Group,  
Plans, Staff, DDO

Attachment

ADMINISTRATIVE-INTERNAL USE ONLY

SECURITY

HX [REDACTED]

## DAYTIME CHAR FORCE CLEANING

STATINTL

~~Reference: HHH [REDACTED]~~

1. Daytime cleaning of Agency buildings in the Metropolitan Washington area by the GSA char force requires increased security awareness by all personnel. For reasons of energy conservation, budget, and shortage of manpower for night work, daytime char force operations, while undesirable for security reasons, must be accepted and adjustments made. Although subject to security screening, GSA char force personnel are not cleared for access to classified information. Their Facility Access Approvals only permit access to Agency buildings.

2. To minimize the possibility of security compromise, the following procedures have been established:

OK  
and to remain outside the room until authorized to enter.

a. Char force personnel have been instructed to knock or otherwise announce their presence before ~~when entering~~ a room. (Specific schedules cannot be arranged because of day-to-day changes in the amount of cleaning required.)

b. Supervisors will establish a system for admitting and closely monitoring char force personnel while they are in their area, under their jurisdiction, for informing all employees.

c. Employees should be especially alert when char force personnel are in their area and assume responsibility for protecting classified material. ~~Special attention should be given to temporarily vacated offices. (Details concerning employee responsibility for temporarily vacated offices are contained in the referent handbook.)~~

d. If ~~overriding~~ security considerations prevent access by char force personnel, they should be requested to bypass the office and return as time permits.

90%  
REINSERT  
It is important that this requirement be complied with so as to permit discussion of classified or controlled information to be stopped, telephone calls on the red, gray or green line to be terminated, classified or controlled documents to be covered or secured, safe drawers to be closed, waste baskets to be checked to be sure that no classified or controlled material has been mistakenly placed in them, temporarily vacated rooms to be secured, and any other appropriate security precautions to be taken, before the char force personnel enter the room. Any failure to comply with the requirement is to be brought to the attention of the Chief, Logistics Services Division.

OK  
of the presence of the char force personnel, and for ensuring that all appropriate security precautions are taken. ~~They will designate a specific employee to escort the char force personnel while in the area.~~

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STATINTL  
☐ SECRET

ROUTING AND RECORD SHEET

US REGISTRY  
FILE *Na*

SUBJECT: (Optional)

Proposed HN [redacted] Daytime Char Force Cleaning

FROM: Regulations Control Branch

EXTENSION  
[redacted]

NO.  
DATE 27 January 1975

TO: (Officer designation, room number, and building)

DATE  
RECEIVED FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. [redacted]  
4E58 Hqs.

2. DD/PTOS

*ms*

Attached is the char force notice rewritten by DDO. We agree that elaborate procedures added to paragraph 2a are unnecessary.

Perhaps we could adopt a couple of points in paragraph 2a, changing "when" to "before" and adding the phrase "and to remain outside the room until authorized to enter." We might even add that it should be brought to the attention of C/LSD if the char force does not comply. The message in between comes out as a security checklist.

Perhaps some of the addition to paragraph 2b also could be adopted.

If we do not accept the procedures added in paragraph 2a, the paragraph 2c deletion should be reinstated.

We have no quarrel with the deletion of "overriding" in paragraph 2d - if you don't.

We noted also that reference to [redacted] was deleted. Perhaps DDO feels it said it all in the notice.

Please let us have your comments on the revised draft. RCB will be glad to assist in a response to the DDO.

[redacted]

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